



JOB TITLE: Librarian **DATE APPROVED:** August 2015
DEPARTMENT: Library **SUPERSEDES:** Librarian 1989
REPORTS TO: Senior Librarian, Principal Librarian and Library Director.
SUPERVISION: Library Pages, Clerks and Library Assistants.
EMPLOYEE UNIT: Mid Management
FLSA: Exempt

JOB SUMMARY:

To perform a full range of professional library work. Performs a variety of professional duties involved in planning, coordinating, and implementing library services and programs; perform complex reference, technical and reader’s advisory services.

DISTINGUISHING CHARACTERISTICS:

Candidates must be flexible, able to handle multiple competing priorities and tasks, adaptable to change, and able to work effectively in a fast-paced, high-volume environment.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Guides and assists patrons in locating answers to their questions using a variety of available resources; performs reference interviews and reader’s advisory services.
- Instructs and advises patrons in using the on-line catalog, Internet, and other electronic resources.
- Develops assigned areas of collection; reviews media, books and other materials for purchase on the basis of established selection criteria and the needs of library users.
- Participates in the development and delivery of programs on a variety of topics in collaboration with colleagues. Promotes, publicizes and represents library programs and services to the community and local agencies.
- Attends professional meetings and may represent the library at professional organizations.
- Develops and maintains effective relationships with schools, community and business groups, government and civic agencies, current and potential library users, identifying emerging community issues and determines the need for related library services, collections and materials.
- **In addition, when assigned to Technical Services:** Catalogs and classifies a variety of library materials in English and Spanish using OCLC or other related on-line cataloging systems.
- **In addition, when assigned to Youth Services:** Demonstrates knowledge of current trends in library services for youth, literature, social media and other areas pertaining to the

recreational and educational needs and expectations of youth. Initiates, plans, and conducts a variety of programs and activities for youth, including story times and school outreach.

- Performs related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS

Knowledge of:

- professional library principles and practices.
- basic reference tools and services.
- principles and techniques of library materials selection and de-selection.
- current, standard library procedures, information technology, Internet and database search capabilities.

Ability to:

- assist with difficult reference questions.
- work with the public for extended periods of time, maintaining a positive, pleasant demeanor and providing friendly courteous services to library patrons.
- use computer and the Internet effectively for providing library service.
- creatively promote library services, service delivery and the profession.
- work cooperatively with other city employees and the general public.
- keep up to date with current professional issues and developments.
- coordinate, direct, and implement library services programs suited to the needs of the community.
- analyze, evaluate and recommend collection development acquisitions.
- Maintain a schedule that includes working at least one evening per week and a rotating week-end schedule.
- effectively and tactfully communicate in both oral and written forms.
- direct, coordinate and monitor the work of assigned staff.
- maintain accurate records and prepare reports.

PHYSICAL REQUIREMENTS:

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- drive a vehicle, climb into and out of appropriate vehicles
- intermittently bend and twist to reach equipment surrounding desk
- move sufficiently to lift boxes, climb ladders and stairs; bend, crouch, kneel, squat, or stoop, push/pull file drawers and supplies, reach in all directions
- reach above and at shoulder height
- lift and carry books and/or equipment weighing from 10-50lbs
- sit at a desk using near vision for long periods of time
- stand for long periods of time

- work indoors in an office environment subject to heat/cold and fragrances
- use a computer keyboard
- grasp files, documents and equipment with right and left hands
- see and hear in the normal visual and audio ranges with or without correction

TRAINING AND EXPERIENCE:

Any combination of training and experience which provides the required knowledge and abilities is qualifying. A typical way to obtain the abilities and knowledge is:

A master's degree in library science (MLIS/MLS) from an American Library Association (ALA) accredited institution. Some experience in professional public library work is preferred.

Desirable Qualifications:

- The ability to speak English and Spanish

LICENSE & CERTIFICATION:

- Possession at the time of hire and continued maintenance of a valid California Class C driver's license, including a safe driving record.